



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 2-14-84	1. Agency Address GEORGIA STATE FINANCING AND INVESTMENT COMMISSION 2 MARTIN LUTHER KING, JR., DR., S.E. SUITE 472 ATLANTA, GEORGIA 30334	Application Number 84-5	Date Received FEB 15 1984
Application Number 2X14-1/84		Date Completed MAY 30 1984	
2. Person to Contact WALT FAIRCHILD		Working Title ADMINISTRATIVE SERVICES CHIEF	Telephone Number 656-3426
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1970 Latest date		5. Records Series Title (followed by title used in office, if different) CAPITAL OUTLAY BOND SALES BUILD-UP FILES AND DISTRIBUTION SHEETS	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? THE GEORGIA STATE FINANCING AND INVESTMENT COMMISSION IS RESPONSIBLE FOR THE SUPERVISION OF THE EXPENDITURE OF FUNDS FOR THE CONSTRUCTION OF, IMPROVEMENT OR REMODELING OF FACILITIES FOR STATE AGENCIES AND FOR THE SALE OF GENERAL OBLIGATION BONDS TO FINANCE SAID CAPITAL OUTLAY PROJECTS.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: REQUESTS FOR AND THE SUPERVISION OF THE PLANNING AND SALE OF GENERAL OBLIGATION BONDS BY THE COMMISSION TO FINANCE CAPITAL OUTLAY PROJECTS FOR STATE AGENCIES. Included are: BUILD-UP FILES, CONSISTING OF AGENCY REQUESTS FOR THE SALES OF BONDS AND RECORDS OF ACTIONS BY THE COMMISSION ON THESE REQUESTS; AND DISTRIBUTION SHEETS CONSISTING OF CORRESPONDENCE AND OTHER PAPERS SHOWING THE APPROVAL FOR SALES OF BONDS AND HOW THEY WILL BE DISTRIBUTED AMONG THE REQUESTING AGENCIES OR INSTITUTIONS (INCLUDING BREAKDOWNS SHOWING HOW MUCH OF THE BOND SALES TOTAL SUM IS ALLOCATED OR DISTRIBUTED TO EACH BUILDING). File is arranged: BY YEAR, THEREUNDER BY NAME OF AGENCY			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>OFTEN</u> ; Seven to twelve months old <u>SOME</u> ; Thirteen to twenty-four months old <u>SELDOM</u> ; twenty-five months and older <u>SELDOM</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers <u>0</u> ; Shelves <u>0</u> ; Other (specify) <u>0</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>3</u> years.
b. Statute of limitation	<u>20</u> years.	e. Administrative need	<u>60</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

STATUTE OF LIMITATIONS ON CONTRACTS UNDER SEAL (WHICH THESE RECORDS DOCUMENT) IS 20 YEARS FROM COMPLETION OF CONTRACT. SOME OF THESE BOND ISSUES DO NOT MATURE FOR 40 YEARS. THE STATUTE OF LIMITATIONS PERIOD BEGINS AT MATURITY DATE.

GA. Code 9-3-23

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) ONE year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 59 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

84-5

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>William F. Roberts</i>	<i>2/14/84</i>	<i>Walter J. Fairchild</i>	<i>2-14-84</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>Wm. A. Smith</i>	<i>4-16-84</i>
		Secretary of State/Designee <i>Edward Wee</i>	<i>4/3/84</i>
		Attorney General/Designee <i>Benny Hays</i>	<i>5/3/84</i>